



MOJAZ FOUNDATION VACANCY ANNOUNCEMENT

MOJAZ Foundation envisions sustainable economic development by creating opportunities for people to escape out of poverty and improve their lives. MOJAZ Foundation is working across Punjab & Sindh to provide financial services, improve livelihoods, humanitarian assistance and social sector services. The Foundation has its mandate to provide financial and non financial services to the poor and vulnerable segments of the society to improve their economic conditions. The Foundation has established its partnership with leading donor to implement its project of Women Empowerment “Promoting Improved Livelihood for Informal Sector Workers”. Currently, MOJAZ Foundation is seeking applications from energetic and committed individuals for the following positions based at District Sialkot.

Project Coordinator

Number of Post: 01

Project Coordinator will be responsible to plan, execute, and finalize project in District Sialkot according to deadlines and within budget. This includes coordination with the management and team members in order to deliver project in accordance with the devised plans. The position requires good knowledge of women empowerment, advocacy, women rights, social mobilization and capacity building related interventions. The Project Coordinator will work under the direct supervision of Program Manager M&E.

Detail of Responsibilities:

- Plan, execute and manage project in accordance with agreed outputs and standards;
- Develop comprehensive project implementation plan;
- Supervise social mobilization process in the targeted communities with regards to women empowerment;
- Facilitate in the mobilization of home based workers and strengthening of these women artisan groups in 2 tehsils (Sialkot and Pasroor) of Sialkot;
- Supervise a comprehensive assessment study for the identification of women home based artisans in 2 tehsils (Sialkot and Pasroor) of Sialkot;
- Assist and facilitate in coordination with GEP national consultants, consultants on product development and marketing to promote women home based workers;
- Responsible to develop/maintain/update database to assess income/market return of the target women home based workers;
- Supervise skill development workshops, district level advocacy seminar on rights of home based women workers & mela and refresher trainings for selected home based workers in district Sialkot;
- Supervise established trade facilitation & Communication Centre formed under project;

- Facilitate and manage MOJAZ Foundation web page on women empowerment;
- Conduct regular field visits and meetings with stakeholders, community notables, district representatives and NGO/donor representatives related artworks, social security and benefit schemes;
- Delegate tasks and responsibilities to appropriate staff members in an efficient manner;
- Proactively manage project scope, identify potential crises, and devise contingency plans;
- Prioritization of tasks in accordance with timeline and field dynamics;
- Submit monthly, weekly and daily work plan and progress reports to the concerned supervisor on regular basis;
- Maintain close coordination with key office to promote and facilitate women empowerment by attending meetings, sharing progress and information;

Qualification and Competencies:

- Master Degree in Gender Studies or Sociology or Social Sciences.
- Minimum 5 Years of relevant Work Experience in NGOs/INGOs.
- Able to interact in remote areas with the diverse stakeholders.
- Good report writing skills (MS Word, Excel and PowerPoint).
- Good communication (Presentation Skills) and interpersonal skills (Coordination).
- Ready to take initiatives and willing to work later hours and on weekends during emergencies and genuine need basis.
- Local Language will be an added advantage with command on written and oral English and
- Urdu is also required
- The candidate will be hired on contract basis (initially for the period of 3 months) but extendable based on performance for the period of 15 months.

Social Organizer

Number of Post: 02

Social Organizer will be responsible for community sensitization and social mobilization for the project in District Sialkot. This includes close relation with community and team members in order to achieve required deliverables in accordance with the devised plans. The position requires good knowledge of women empowerment (women home based artisans particularly), social mobilization, women's rights and advocacy related interventions. The Social Organizer will work under the direct supervision of Project Coordinator based in Sialkot.

Detail of Responsibilities:

- Conduct consultative/courtesy meetings in community on importance of rights of home based women workers;
- Conduct social mobilization process in the target communities with regards to women empowerment;
- Identify local artisans and women groups for relevant artisan;

- Mobilize & organize 09 village level women committees in 2 tehsils (Sialkot and Pasroor) of district Sialkot;
- Provision of basic data and activities for maintaining coordination and support for product development and marketing and assist PC in creating MOJAZ Foundation web page and keep updating on regular basis;
- Assist women artisans (village level groups) in making prototypes of their products;
- Organize and make arrangements for mela (market fair), district level advocacy seminar on promoting women home based workers' rights, skill development workshops for each of the village level committees and also arrange 2 days training of identified women home based workers;
- Assist in packaging of products using raw material distributing;
- Initiate and assist Project Coordinator in linkage development with social security and other benefit schemes;
- Gather data for the database to measure and track economic status of women workers;
- Assist and initiate formation of trade facilitation and communication centre under Project Coordinator supervision;
- Assist and provide basic ground work to participate in national exhibitions;
- Assist in networking with NGOs working on women empowerment;

Qualification and Competencies:

- Bachelor's Degree (with focus on Gender Studies or Sociology or Social Sciences).
- Minimum 2 Years of relevant Work Experience in NGOs/INGOs.
- Able to interact in remote areas with the diverse stakeholders.
- Good communication skills (Presentation Skills).
- Strong interpersonal skills (Coordination).
- Ready to take initiatives and willing to work later hours and on weekends during emergencies and genuine need basis.
- Local Languages will be an added advantage.

Admin & Finance Officer

- Number of Post: 01

Responsibilities and Tasks:

Administration

- Supervise and maintain general discipline of office,
- Procurement of all expendable and non-expendable supplies/items in a transparent manner,
- Maintain proper inventory of all the assets (computers, printers, capital items and furniture/fixtures etc.) of MOJAZ Foundation,
- Manage motor pool and ensure regular maintenance of all vehicles,
- Adoption and /or application of prudent administrative procedures to conserve MOJAZ Foundation operational resources-resulting in reduction of expenses, elimination of abuse, waste and increasing efficiency and cost effectiveness,
- Make lodging, boarding, transportation and other logistical arrangements for guests/visitors to MOJAZ Foundation meetings,
- Draft routine letters, memorandums, office orders etc.

- Organize functions and events as required,
- Notification of office timings and public holidays etc,

Finance

- To maintain the financial records of project and facilitate the required funds to the relevant staff.
- To maintain organization's financial and administrative matters including consolidated accounts, and reconciliation;
- Timely submission of donor's financial reporting (Statement of Expenditures-SOEs);
- Liaison with Banks/ Financial Institutions for financial transactions;
- Handle all the cash transaction, review the receipt and payments slips;
- Manage and maintain record of petty cash, utility bills and office operations/ maintenance and repair.
- Prepare budget in line with project activities

Skills/Qualification:

- Bachelor's degree holder from recognized institution
- Three years working experience in finance related activities with an NGO/Development Sector.
- Must have expertise in financial management.
- Honesty & integrity is the key requirement of the position

Interested Candidates may send their resume with a covering letter to the Program Officer-

Human Resource-MOJAZ Foundation, Opposite DCO House, Narowal

Please mark the envelop/ subject line with the position you are applying for, last date for applying is July15, 2014

Only short listed candidates will be called for an interview

We are an equal opportunity employer

Women and Persons with Disabilities (PWDs) are especially encouraged to apply;